

Office 365

Pre-Post Migration Instructions

Pre-Migration Checklist

- ✓ Empty your mailbox of current messages
- ✓ Delete old calendar entries (prior to 6 months ago)
- ✓ Empty your 'Sent Messages' folder

Post Migration Instructions

On the day of your migration there are a couple of things which need to occur to complete the process.

If you migrated from Outlook 2003 you need to

- Locate the OWA desktop Icon
- Use the icon to launch Office 365 OWA
- Confirm that messages, contacts, tasks, and calendar items have been moved

If you migrated from Outlook 2007, 2010, or 2013 you need to

- Log off and onto your computer
- Start you desktop version of Outlook
- Confirm that messages, contacts, tasks, and calendar items have been moved
- Confirm that the PSTs you had before migration are available

If you have mobile devices:

- Delete the current profiles for county email
- Create new county mail profile

[\(Click here for the Mobile Self Service Site\)](#)

- Confirm the mobile device has synchronized
 - messages, contacts, tasks, and calendar items

Who to contact if you have troubles:

240-777-2828 - IT Help Desk